

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

225

PAGE
NO.

1.

1. Requesting Agency

DEPARTMENT OF CORRECTION

2. Division or Bureau of Requesting Agency

MARYLAND PENITENTIARY

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. PRISONER'S CASE RECORDQuantity: 56 letter-size drawers active (84 cubic feet) and
66 cubic feet inactive, total 150 cubic feet

Dates: 1923 (earliest date noted) - -

File Arrangement: Alphabetical

Annual Accumulation: 4 cubic feet

Disposable Amount: 50 cubic feet (estimate)

Index: Numerical

A folder is prepared for each inmate at the time of admission. At the time of discharge the following records are in the folder:

Photographs

Classification Progress Sheet

Pre-Parole Report

Admission Summary

F.B.I. Report

Report on Convicted Prisoner (Department of Parole and Probation, Form No. 25)

Medical and Health Reports

Finger Print Card

Correspondence

Disciplinary Reports

Social History Report

Aptitude Tests

Industrial Card

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Supt. of Prisons

Title

1/20/56

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

JAN 31 1956

1/27/56
Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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**Inmate Ledger Sheet
Record of Visits**

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET, THEN DESTROY.

2. RECORD CARD

Form No.: 32
Size: 6 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ "
Quantity: 5 cubic feet
Dates: 1910 - -
File Arrangement: Alphabetical
Annual accumulation: less than $\frac{1}{2}$ cubic foot

History card giving physical description of inmate, education, trade, marital status, crime, sentence, detainers, etc. On the reverse any outstanding incidents, either meritorious or detrimental, during the prisoner's term are noted.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET, THEN DESTROY.

3. INDUSTRIAL CREDITS

Size: 6 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ "
Quantity: 3 cubic feet
Dates: 1937 - -
File Arrangement: Chronological by original date of discharge
Annual Accumulation: $\frac{1}{4}$ linear inches
Disposable Amount: $\frac{1}{2}$ cubic foot

A card is maintained for each prisoner showing by monthly entry the number of days credit received for industrial good time (days by which the sentence is reduced for work on prison labor projects) and also shows the new discharge date.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET, THEN DESTROY.

4. INMATES LEDGER CARD

Size: 8 $\frac{1}{2}$ " x 11"
Quantity: 6 cubic feet
Dates: 1946 - -
File Arrangement: Alphabetical
Audit: State

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER THE PRISONER HAS BEEN DISCHARGED AND PAROLE OBLIGATIONS HAVE BEEN MET, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date JAN 31 1956

Secretary

*records inmates
finances*

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. EMPLOYMENT RECORDS

Size: 3" x 5"
Quantity: 2 cubic feet
Dates: 1934 - -
File Arrangement: Alphabetical
Annual Accumulation: 2 linear inches
Disposable Amount: 1½ cubic feet

Record of prisoner's employment while in the Institution; shows name, date received, number, and departments or shops and dates which he worked.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET, AND THEN DESTROY.

6. POPULATION CARD

Size: 6½" x 8½"
Quantity: 1 linear foot
Dates: 1910 - -
File Arrangement: Chronological
Annual Accumulation: less than ½ linear inch
Disposable Amount: 8 linear inches

Shows the daily census of the Institution. Each card accommodates one month's entries; information on the card is used for budget analysis and annual report statistics.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. COUNT SHEET (RETURN OF PRISONERS)

Size: 8½" x 11"
Quantity: ½ cubic foot
Dates: 1949 - -
File Arrangement: Chronological
Annual Accumulation: 2 linear inches

A detailed report prepared daily showing the distribution of prisoners throughout the Institution; names of prisoners received and discharged are also given.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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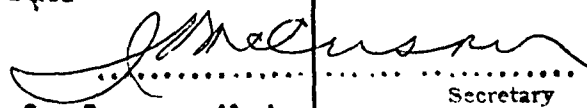
APPROVED B.
BOARD OF PUBLIC WORKS
Date JAN 31 1956

[Signature]
Secretary

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8.	<p><u>PRISONERS TRANSFERRED</u></p> <p>Size: 8½" x 11" Quantity: 4 cubic feet (includes all copies) Dates: 1951 - - File Arrangement: Chronological Annual Accumulation: 1 cubic foot Disposable Amount: 1 cubic foot</p> <p>Daily form showing name of prisoner, his number, and transfer made within the prison or to another institution. Six copies are prepared and distributed as follows:</p> <p>Warden Assistant Warden Administrative Office (payroll clerk) Classification Office School Supply Room</p> <p>Only the copies retained by the Assistant Warden and the Administrative Office are record material and the recommendation below applies only to them. The remaining four copies are considered non-record within the meaning of the statute governing non-record material (Article 41, Sec. 155, Annotated Code of 1951).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
9.	<p><u>RELEASE OR DISCHARGE CARD</u></p> <p>Size: 6½" x 8½" Quantity: ½ cubic foot Dates: 1940 - - File Arrangement: Chronological Annual Accumulation: 1 linear inch</p> <p>Monthly card showing name, race, number and type of release; that is, discharge, parole, or transfer, occurring during that month.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date JAN 21 1956  Secretary</p>
10.	<p><u>NEW PRISONER</u></p> <p>Form shows prisoner's name, number, date received, court, judge, crime, sentence, indictment number. It is distributed to several departments of the Institution and is used to prepare various necessary forms and establish the prisoner's case file. After processing has been completed the form has no use. It is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).</p>	

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and Board of Public
Works.

11. GENERAL CORRESPONDENCE

Quantity: 3 letter-size drawers (4½ cubic feet)
Dates: 1951 - -
File Arrangement: Alphabetical
Annual Accumulation: 1 cubic foot
Disposable Amount: 1 cubic foot

Correspondence concerned with the accounting and general business administration of the Institution. It is with individuals, Federal, State, and local agencies, contractors, civic groups, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. ACCOUNTING RECORDS

Quantity: 175 cubic feet
Dates: 1905 - -
File Arrangement: Chronological
Annual Accumulation: 10 cubic feet
Disposable Amount: 140 cubic feet (estimate)
Audit: State

This item includes all standard accounting forms used by State agencies as well as those used only in the Institution. Included are:

Comptroller of the Treasury

Form No.

E-1-S Distribution of Charges
E-1 & E-2 Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (Formerly HR-2) Monthly Report of State Funds Collected and Deposited
Monthly Statement of Balances
Distribution of Unexpended and Obligated Balances

Purchasing Bureau (Department of Budget & Procurement)

1-A Requisition for Supplies
47-A Purchase Order
100-16 Out-of Schedule Requisition for Supplies
39A & 40A Stores Requisition
CF-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency and Repairs Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Notice
26-A Notice of Award of Contract

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BOARD OF PUBLIC WORKS

Date JAN 31 1956

[Signature]
Secretary

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Budget Bureau (Department of Budget & Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
DP Inv. R101 Report of Fixed Assets (Annual)
EP Inv. R102 Report of Materials and Supplies (Annual)
BP Inv. 6 Materials and Supplies Physical Inventory (annual)
BB-40 Request for Position Action
Budget Forms
1 thru 11 Budget Estimates Fiscal Year (13 pages including
Farm Statement)
BP Inv. 1 Stores Record
BP Inv. 2 Equipment Record
BP Inv. 3 Motor Vehicle Record
Memorandum of Adjustment

Others

Vendors Invoices
Bank Deposit Slips
Bank Deposit Receipts
Check Stubs
Weekly Time Sheet
Assignment Sheet
Statement of Examination Fee
Prisoner's Commissary orders
Requests for Commissary books
Canceled checks (Prisoner's funds)
Cash Receipts (all funds)
Employees Time cards (punch clock)
Inmates Journal - supporting document to Inmates
Ledger (see Item No. 4)
Inmate Payroll

State Use Industries

Remittance Memorandum (original and duplicate)
Sales Invoices
Interdepartmental Sales Invoices
Delivery Ticket
Shop Orders
Invitation to Bid
Award of Contract
Shipping ticket

The following Accounting records now on deposit at the Hall of Records will be authorized for destruction upon approval of the schedule:

Receipts - 2 volumes, 1886-1901
Check Book Stubs - 5 volumes, 1888-1901

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date.....

[Signature]
Secretary

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13. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A
GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

14. LEAVE RECORD CARD

Form No.: SEC - 128-A
Size: 5" x 8"
Quantity: 1 cubic foot
Dates: July 1, 1953 - -
File Arrangement: Alphabetical
Audit: State

APPROVED BY
BOARD OF PUBLIC WORKS
Date: JAN 31 1956

[Signature]
Secretary

A leave card is prepared for each employee annually; shows leave taken during the year, type of leave, and any leave accrued and brought forward from previous years.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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REGISTRATION FOR RECORDS RETENTION SCHEDULE
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15. MASTER AUTHORIZATION

Size: 5" x 8"
Quantity: 1 cubic foot
Dates: July 1, 1953 - -
File Arrangement: Alphabetical
Audit: State

Authorization of the State Commissioner of Personnel to enter employee on the payroll and to make any changes in classification or pay-rate. On the reverse is listed all pay deductions. A card is prepared for each change in pay and for each change in grade. Superseded or inactive cards and those for separated employees are placed in an inactive file.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR THREE YEARS THEREAFTER, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date ... JAN 21 1954

[Signature]
.....
Secretary